

HEADQUARTERS
UNITED STATES EUROPEAN COMMAND
APO AE 09128

STAFF MEMORANDUM
NUMBER 25-13

19 AUG 1994

SECURITY

Control of NATO Classified Material

1. Summary. This Staff Memorandum implements the provisions of U.S. Security Authority for NATO Affairs (USSAN) Instruction 1-69, "United States Implementation of NATO Security Procedures", prescribes responsibilities and establishes control procedures for NATO classified material.

2. Applicability. This SM applies to all HQ USEUCOM Directorates/Staff Offices and tenant organizations located at Patch Barracks.

3. Suggested Improvements. The proponent for this SM is ECJ1-AAC. Users may send recommendations for changes to the Classified Mail and Distribution Center, Adjutant General Division, Administrative Services Branch (ECJ1-AAC).

4. References.

a. DoD Regulation 5200.1R, Information Security Program.

b. USEUCOM Sup 1 to DoD 5200.1R.

c. USSAN Instruction 1-69 (Promulgated by DoD Instruction (C-5210.21)).

d. SM 25-8, Disclosure of U.S. Classified Military Information to Foreign Governments and International Organizations (U) (Confidential).

5. General. The provisions of this SM apply equally to messages except that the Vaihingen Telecommunications Center (VTCC) is the controlling authority for messages instead of the Classified Control Section, Adjutant General Division.

a. COSMIC TOP SECRET/ATOMAL,

NATO SECRET, and NATO CONFIDENTIAL classified material will be afforded the same degree of protection as similarly classified U.S. material. NATO information classified NATO RESTRICTED will be stamped to be safeguarded in the same manner as U.S. "FOR OFFICIAL USE ONLY" (FOUO).

b. U.S. documents based upon documentation classified by NATO as RESTRICTED, but which do not contain or disclose RESTRICTED information, will not be classified unless otherwise required by U.S. standards.

c. Unclassified U.S. documents that contain information which NATO has classified as RESTRICTED will bear on the cover and on the first page the notation: "This document contains NATO RESTRICTED information to be safeguarded IAW USSAN Instruction 1-69", and the NATO RESTRICTED information will be identified internally in the document.

d. Access to NATO classified material will be limited to persons who have been appropriately cleared and have established a "need-to-know." Care will be taken to ensure that the access record (ACE Form 78) is signed by each individual who views a COSMIC or ATOMAL document. Only one such annotation is required on the disclosure record by an individual.

*6. Responsibilities and Procedures - NATO Control Officer.

a. The Classified Control Section (ECJ1-AAC), Adjutant General Division is hereby appointed as Headquarters NATO Control Officer for documents.

b. Directors/Office Chiefs will

This Staff Memorandum supersedes SM 25-11, 4 Jun 85 and SM 25-13, 22 May 89.

appoint a properly cleared officer or noncommissioned officer or civilian in grade E6 or above to function as the NATO Control Officer. Appoint an assistant NATO Control Officer in grade E5 or above. Appoint only personnel who are authorized access to ATOMAL material and who demonstrate maturity and good judgement. These appointments will be in writing with copies furnished to ECJ1-AAC.

c. NATO Control Officer will be responsible for reviewing, dispatching and maintaining accountability registers of COSMIC TOP SECRET/ATOMAL and NATO SECRET documents. Directorate/staff office control points are not authorized to transfer COSMIC TOP SECRET/ATOMAL documents to other U.S. Subregistries and control points directly. Documents must be returned to ECJ1-AAC for transfer to maintain proper accountability.

d. Methods of accounting for any disclosure of COSMIC and ATOMAL material will be the same as those stated in reference c. Disclosure sheets attached to COSMIC and ATOMAL material must bear the printed name and signature of all individuals who have been granted access or handled the material. HQ USEUCOM Forms 23 (U.S. TOP SECRET documents), 23a (ATOMAL documents), and 23b (COSMIC documents) will be signed by the directorate/staff office TOP SECRET Control Officer (TSCO)/NATO Control Officer representative who is authorized to receipt for classified material from ECJ1-AAC for controlling and receipting of changes as well as the procedures stated in reference c.

e. NATO SECRET documents/messages require receipts when transferred between directorates/staff offices of HQ USEUCOM. Administrative control procedures for NATO SECRET documents will be established, using the HQ USEUCOM Form 24, to control and receipt for NATO SECRET documents/messages and record internal movement. NATO SECRET exercise messages will normally be destroyed not later than 30 days after completion of the exercise. If messages are retained for more than 30 days after completion of the exercise, they will be controlled on the

thirty-first day as any other NATO SECRET document. All NATO SECRET exercise documents must be controlled immediately; no 30 day rule exists for NATO documents. Destruction certificates will be maintained by the control points in an inactive file for a minimum of two (2) years.

***7. Responsibilities and Procedures - Security Managers.**

a. The Physical and Information Security Branch (ECCS-SM) is responsible for appointing the Security Manager for HQ USEUCOM.

b. Directors/office chiefs will appoint, in writing, within each directorate/staff office a security manager. Appoint only personnel who are authorized access to ATOMAL material and who demonstrate maturity and good judgement. Forward a copy of appointment letters to ECCS-SM. Security Managers are responsible for:

(1) Conducting initial and final briefings of personnel authorized access to ATOMAL information and maintain a record of such actions.

(2) Conducting an annual rebriefing of all personnel authorized access to ATOMAL information following procedures set out in paragraph 8, below.

(3) Forwarding requests for access authorization to ECCS-SM for personnel within their Directorates/Offices who require access to ATOMAL information. These requests will be made on HQ USEUCOM Form 28-R (Appendix II to SM 25-6).

(4) Forwarding copies of Briefing/Rebriefing/Debriefing Certificates (DA Form 2543) to ECJ1-AAC.

***8. Rebriefing Procedures.**

a. Directorate/Office Security Managers will insure that each person reads the briefing and signs a rebriefing certificate. These certificates will be retained in Directorate/Office security files.

b. Directorate/Office Security Managers will notify ECCS-SM that the

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Briefing/Rebriefing/Debriefing has been accomplished. Forward a copy of DA Form 2543 to ECJ1-AAC.

***9. Destruction.**

a. COSMIC TOP SECRET/ATOMAL and U.S. TOP SECRET documents to be destroyed will be delivered to the subregistry (ECJ1-AAC) for destruction. ECJ1-AAC will receipt for and destroy the documents.

b. Destruction of all NATO documents must be witnessed by two properly cleared personnel by signature at the time of destruction. Destruction certificates for COSMIC/ATOMAL must be retained for 10 years. NATO SECRET destruction certificates are maintained for two (2) years.

c. NATO SECRET documents and messages will be destroyed by the directorate/staff office control point. Control points will retain destruction certificates for minimum of two (2) years.

d. Methods and procedures for destruction of NATO material are the same as for U.S. material of comparable classification.

***10. Inventories and Suspense Dates.**

a. Directorate/staff office NATO control point officers will conduct an annual joint inventory of COSMIC and ATOMAL documents/messages as of 31 December. They will submit a written report and a certificate of physical sighting to the HQ USEUCOM NATO control officer (ECJ1-AAC) not later than 31 January. Procedures for accomplishing the inventory will be the same as for TOP SECRET inventories outlined in reference a. Periodic inspections and such other appropriate measures will be instituted by the directorate/staff office TSCOs to ensure that all NATO classified documents are controlled and their movements recorded.

b. The HQ USEUCOM NATO control officer will submit an annual certificate of physical sighting of COSMIC and ATOMAL documents and messages to CUSR (Central US Registry) not later than 15 February.

c. In addition to the annual inventory noted above, all COSMIC/ATOMAL documents and messages held by NATO control points will be reviewed semi-annually on 30 June, and a determination made as to whether the documents are still required by the control points. If not, they will be returned to the subregistry for disposition. Each control point officer will forward to the subregistry a written certification that a physical sighting has been completed and documents held are required to be maintained for a longer period of time.

d. HQ USEUCOM Subregistry will conduct its annual inspection of each NATO control point NLT 30 June. Control point officers are required to review all NATO material annually to determine which material is no longer required.

***11. Release of U.S. classified information to NATO.**

a. HQ USEUCOM, as a U.S. agency, has no authority to release U.S. classified information, releasable to NATO, directly into NATO channels. The DCINC, Chief of Staff, SJS, and directors/office chiefs, however, have the authority to release certain U.S. classified information to NATO IAW SM 25-8.

b. U.S. classified documents authorized for release to NATO will be forwarded by letter of transmittal to the U.S. documents liaison officer of the NATO agency concerned. The letter will state that the information is authorized for release into NATO channels and request that the COSMIC or NATO markings be applied.

c. U.S. elements may introduce and transmit U.S. documents to NATO elements provided the documents are releasable to NATO and they are marked with the appropriate NATO classification markings. Documents forwarded to NATO elements should be transmitted through the U.S. and NATO registry systems to ensure they are properly safeguarded, controlled, and handled in accordance with NATO, U.S. and other nations' directives. U.S. elements who release U.S. material and/or transmit the material to NATO components may do so directly to the

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NATO element providing it remains in U.S. postal channels and is delivered by U.S. personnel directly to the NATO addressee; through other co-located U.S. Government or military elements who may pass or be requested to pass to NATO addressee; or through U.S. NATO and SHAPE liaison elements (U.S. Mission to NATO, U.S. Delegation to NATO, or U.S. National Military Representative to SHAPE).

d. When transmitting directly via postal channels to a NATO element, it is imperative that the U.S. originator/sender comply with all provisions of reference c regarding NATO markings (cover, pages, paragraph, etc.), receipting, wrapping, safeguarding, and transmittal. When using this means for transmission, it is especially important to ensure that the material remains in the U.S. postal channels and will be turned over or delivered by U.S. personnel directly to the NATO addressee. These strict procedures must be followed to prohibit entry into international or foreign country postal systems.

e. When routing via other U.S. activities, in addition to the requirement that the material be properly marked and controlled, the internal wrapping should be addressed to the appropriate NATO organization. The outer wrapping should bear the address of the U.S. activity. When the outer wrapping is removed, the wrapped material may be passed to the NATO addressee. This method permits administrative and operational expediency but may be used only if the NATO markings were applied during the initial printing. Prior to using U.S. elements to pass documents, the sender must ensure that the U.S. unit has personnel with appropriate security clearances who have been briefed on appropriate security procedures and the NATO addressee can receive the documents directly from the U.S. element.

f. When documents are to be transmitted and released through U.S., NATO, or SHAPE liaison elements, the provisions of paragraph e above on transmittal apply. However, if the sender desires that these elements introduce and release the

documents into NATO channels, they may request them to do so via a transmittal memorandum or within the document itself. If only a small amount of material is involved, the liaison elements will apply the NATO marking; if the material is voluminous and/or consists of numerous copies, the documents must be pre-marked with the NATO classification markings, either by hand or by the printer, to expedite and facilitate release. NOTE: All premarked NATO documents must be appropriately controlled and protected as NATO material.

g. The name of the releasing authority must appear on the file copy retained by this headquarters.

*12. Storage.

a. Storage requirements for NATO information classified CONFIDENTIAL and above will be the same as prescribed for the storage of U.S. material of an equivalent classification. NATO documents may be stored in the same approved security container with non-NATO documents provided they are separated. Co-mingling of NATO and non-NATO documents in the same file folder is prohibited. No indication as to the subject matter will appear on the outside of the container.

b. NATO RESTRICTED information will be stored in locked filing cabinets or other containers and secured by a locking device as approved by the agency in which they are housed.

c. ATOMAL documents and records may be stored within the same approved security container, with non-ATOMAL material, provided that portion of the drawer or security container designated for ATOMAL storage is readily identifiable. In the instance where a drawer is being shared between ATOMAL and non-ATOMAL documents, that portion of the drawer must be clearly identified. In cases where an entire drawer is used exclusively for storage of ATOMAL information, identification of its category content (ATOMAL) will be reflected from within (that is, a marker, divider, or sticker

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indicating that the drawer is for storage of ATOMAL information only). No indication as to the subject matter will appear on the outside of the container.

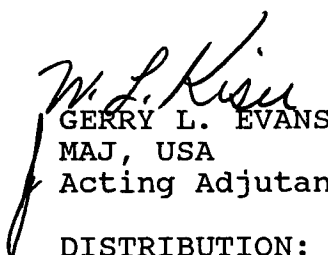
***13. Reproduction and Extracts.**

a. COSMIC material, except messages which may be reproduced by the VTCC, that do not show local reproduction authorized (LRA) on the document will not be copied or reproduced without consent of the office of primary responsibility (OPR). Consent will be requested by letter or message. If LRA is authorized, authority for reproduction is delegated to the HQ USEUCOM COSMIC Control Subregistry (ECJ1-AAC).

b. Extracts of COSMIC documents

FOR THE COMMANDER IN CHIEF:

OFFICIAL:


GERRY L. EVANS
MAJ, USA
Acting Adjutant General

DISTRIBUTION:

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and messages may be made when necessary. An extract will be confined to particular paragraphs, or limited to pages or passages, as opposed to major portions of COSMIC documents. COSMIC markings will be applied to such extracts.

c. ATOMAL documents will not be reproduced without specific authorization by the originator. Reproduction of ATOMAL documents will be made only by the Central U.S. ATOMAL Registry or ATOMAL Subregistry.

d. Reproduction of material classified NATO SECRET and below is authorized at directorate/staff office level when necessary to give wider dissemination. Reproduction will be controlled in accordance with reference b.

RICHARD F. KELLER
Lieutenant General, USA
Chief of Staff